



# City of Tempe

## PLANS EXAMINER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	288	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$57,718
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$77,532
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Check Engineer II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Technicians
<i>Physical:</i>	No		

### REPORTING RELATIONSHIPS

Receives general supervision from the Plan Check Manager or from other supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of building construction experience as it relates to plan review, inspection, construction or project management relating to single and multi-family dwellings.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical or electrical engineering or degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform professional plans examination work to ensure compliance with building, mechanical, electrical and plumbing codes, and zoning ordinance.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Examine plans and specifications for single and multi-family dwellings to determine compliance with the provisions of the City's building, mechanical, electrical and plumbing codes, and zoning ordinance.
- Identify defects or inadequacies; prepare plan check correction reports and require that corrections be made to meet the requirements of pertinent City codes.
- Approve plans that comply; approve permits for construction.
- Examine plans for residential swimming pools, patio covers and decks; accept plans and issue permits.
- Process and issue zoning permits for trailers and mobile homes.
- Respond to questions and advise architects, inspectors, engineers and the public regarding all codes and zoning ordinance; may advise building inspectors of unusual design, construction, or installations.
- Review specifications and other exhibits for compliance with acceptance criteria; accept eligible submittals for the plan review process.
- Classify and log new projects for plan check; create plan check, project and site data files on automated permit system; enter permit data into the system; revise data as project status and details change.
- Identify expired plan check files requiring notification.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p><a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i></p> <p><i>Reviewed August 1995</i></p> <p><i>Revised November 2010 (Removed optional driver's license statement)</i></p> <p><i>Revised April 2021 (updated physical demands and work environment)</i></p>